

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: March 6, 2019

Closing Date: March 20, 2019

**DEPUTY ATTORNEY GENERAL
Office of the Manufactured Housing Ombudsperson
Fraud & Consumer Protection Division
Kent County**

Description of Duties:

The Delaware Department of Justice is seeking to hire a statewide Manufactured Housing Ombudsperson (“Ombudsperson”) to head the newly-created Office of the Manufactured Housing Ombudsperson (“Office”) within the Fraud & Consumer Protection Division. The Ombudsperson will be responsible for carrying out a variety of duties related to Delaware’s manufactured housing laws (Title 25, Chapter 70 of the Delaware Code) (“Manufactured Housing Laws”), including:

- Developing a webpage and providing information in writing, online, and through meetings to manufactured homeowners and community owners about the services available through the Office and the Manufactured Housing Laws;
- Conducting outreach and education to assist manufactured housing homeowners, community owners, homeowners’ associations, and other interested parties in understanding their rights and responsibilities under the Manufactured Housing Laws;
- Developing and publishing resource materials to assist interested parties in understanding their rights and responsibilities under the Manufactured Housing Laws;
- Receiving and responding to complaints from manufactured housing homeowners, homeowners’ associations, or other interested parties regarding potential violations of the Manufactured Housing Laws or other laws applicable to manufactured housing communities;
- Providing meetings, mediation, or other forms of alternative dispute resolution regarding the Manufactured Housing Laws as may from time to time be requested by manufactured housing homeowners, community owners, community homeowners’ associations, or other interested parties;
- Referring meritorious complaints regarding potential violations of the Manufactured Housing Laws to the Consumer Protection Unit of the Delaware Department of Justice for prosecution; and
- Drafting and publishing an annual report on the Office’s activities for the Governor, the Attorney General, and the General Assembly.

Required Qualifications:

- Be a member in good standing of the Delaware Bar;
- Have at least 5 years of experience in the practice of law in Delaware;
- Have experience with the Delaware Manufactured Housing Laws;

- Have experience in conflict and alternative dispute resolution;
- Not engage in any other business or profession that conflicts with the powers and duties of the position or the Office; and
- Comply with all restrictions on political activity applicable to Department of Justice employees pursuant to 29 *Del. C.* § 2509A.

In addition, the successful candidate will be able to work independently and creatively to structure this new Office and meet deadlines. A demonstrated commitment to working in the public interest, with some public speaking experience, is preferable.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.